



LGPA 2017/18

Accountability Requirements

Namayingo District

(Vote Code: 594)

Assessment	Compliant	%
Yes	2	33%
No	4	67%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	xxx	<p>No, the final annual performance contract for the FY 2017/2018 was not submitted to the assessment team. As such it was not reviewed and the submission date cannot be determined</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<p>No, there is no evidence that the Procurement Plan was submitted within the Performance Contract/ Budget for the FY 2017/2018.</p> <p>This is because the final budget was not reviewed. There is evidence however that the Procurement Plan FY 2017/2018 for Namayingo DLG was developed and submitted to PPDA as per the dated stamps from PPDA submitted 31 Oct 2017.</p>	No
Assessment area: Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>XXXXX</p>	<p>No, Namayingo DLG did not submit her annual performance report on 31st July 2017. The report was submitted on 7th August 2017</p> <p>The Annual performance Report for the period FY 2016/2017 was received by MoFPED on 7th Aug 2017 as per the MoFPED Acknowledgement receipt serial number 4523</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>XXXXXX</p>	<p>No. while the FY 2016/2017 performance report was submitted and included all the four quarters, it was not submitted by July 31st.</p> <p>Refer to Quarter 1 Report submitted on 1st Nov 2016 as per the dated MoFPED stamp</p> <p>Refer to Quarter 2 Report submitted on 23rd Feb 2017 as per the MoFPED Acknowledgement receipt serial number 0403</p> <p>Refer to Quarter 3 Report submitted on 10th May 2017 as per the MoFPED Acknowledgement receipt serial number 0696</p> <p>Refer to Quarter 4 Report submitted on 7th Aug 2017 as per the MoFPED Acknowledgement receipt serial number 4523</p>	<p>No</p>
<p>Assessment area: Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>XXXXX</p>	<p>The LG had 16 issues raised by the Internal Auditor General; all the 16 issues were addressed in the report to the office of the Internal Auditor General (letter ref.no. ADM/NMG/252/02. This letter was received in the office of the Internal Auditor General on 20th/03/2017</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXX</p>	<p>The LG received an unqualified audit opinion. This was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Namayingo District

(Vote Code: 594)

Score 39/100 (39%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<p>No. While the District has a Physical Planning Committee which was appointed 2nd Oct 2017, its not functional.</p> <p>HOWEVER the committee has not met or sat, and no plans have been received or approved by the committee. For appointments to the committee, refer to official letter written by the CAO on 2nd Oct 2017 ref number CR/NMYGO/102/01 to all the 10 appointed office bearers that are legally supposed to form part of the Committee as per the Physical Planning Act 2010. The committee is missing a substantive physical planner, surveyor and physical planner in private practise.</p> <p>The DLG does not have a building Plan registration book and the committee has the Physical Planner for Namyingo TC assigned as the secretary to the committee</p>
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<p>No, there is no evidence that new infrastructures with approved plans were built according to the approved plans since the committee is newly appointed and has no yet sat to discuss and approve building plan applications.</p>

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles

• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

2

Yes, there is evidence that the priorities in the AWP for the current FY were based on the outcomes of the budget conference for FY 2017/2018.

Note: The Budget Conference was held on 20th Oct 2016 as per budget conference report shared. The report shared was only a brief one pager developed by the Chairperson of the Budget Desk and contained bullet points of the agreed upon 11 priority areas across all sectors.

For example one of the key priority areas agreed upon at the conference was that Mwango P/S should access SFG funds. This can be traced back within the AWP for the FY 2017/2018 where construction of two classroom blocks at Mwango P/S was planned for using the SFG grant (Page 22).

Another key priority areas agreed upon at the conference was that low cost safe water should be provided at Lolwe S/C. This can be traced back within the AWP for the FY 2017/2018 where the district planned to co-found construction of piped water at Lolwe S/C (Page 29)

		<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	0	<p>Overall there is little evidence to show that that the capital investments in the Approved Annual Work Plan for FY 2017/2018 were derived from the DDP. The projects listed within the DDP in the majority of the sectors do not tally with those in the AWP for the FY 2017/2018.</p> <p>Note: The revised AWP and Budget for the FY 2016/2017 for Namayingo DLG was approved by the District Council at a council meeting held 11th May 2017 under Minute MIN 06/5/NDC/2017 on Page 6. However there are no clear details on the exact nature of revisions made in the work plan and budget.</p> <p>In a few select areas there is a link between planned investments at the DDP for example a review of the DDP under the consolidated annualised work plan for planned projects for the FY 2017/2018 Page 163 under Production and Marketing indicates that construction of Production Department offices were planned for. A review of AWP 2017/2018 under the work plan details for Production and Marketing (13) indicates that construction of production offices was planned for in Namayingo TC.</p> <p>The five year DDP for Namayingo DLG was also approved by the District Council at a council meeting held 22nd April 2015 under Minute 06/04/NDC/2015 on Page 8</p>
		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	<p>There is no evidence that project profiles for investments in the AWP for the FY 2017/2018 have been developed and discussed in the TPC as per the LG Planning Guidelines.</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	<p>No, there is no evidence that a statistical abstract for FY 2016/2017 contains gender disaggregated data outside areas where the parameter specifically asks for gender disaggregated data.</p> <p>The draft Statistical abstract for the FY 2016/2017 was viewed. The cover letter of the draft abstract contains dated stamps which indicate that the submission was received on 11th Jan and 18th Jan by UBOS and NPA respectively.</p>

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

- Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2

2

Yes there is evidence that the infrastructural projects implemented by Namayingo DLG in FY 2016/2017 were derived from the Annual Work plan for FY 2016/2017.

For example refer to the FY 2016/2017 LG Quarterly Performance Report under the Cumulative Department Work plan Performance for Education (Page 98) where the DEO reported on the construction of 2 classrooms in Bubango and Buchimo primary schools. The construction of 5 lined pit latrines was also reported on in each of the schools of Buhobi, Maruba, Lugala, Bukimpi, and Bulagaye A review of the AWP FY 2016/2017 in the tabular quarterly work plan for Education (Page 41) indicates that the construction of 2 classrooms in Bubango and Buchimo primary schools was planned for, as well as the construction of 5 lined pit latrines in each of the schools of Buhobi, Maruba, Lugala, Bukimpi, and Bulagaye.

Also refer to the FY 2016/2017 LG Quarterly Performance Report under the Cumulative Department Work plan Performance for Water (Page 107) where 12 deep boreholes were drilled out of which 10 were deep wells and 2 were production wells. A review of the AWP FY 2016/2017 in the tabular quarterly work plan for Water (Page 59) indicates the drilling of 12 deep boreholes was planned for out of which 10 were hand pumps and 2 were motorized pumps.

Note: The revised AWP and Budget for the FY 2016/2017 for Namayingo DLG was approved by the District Council at a council meeting held 11th May 2017 under Minute MIN 06/5/NDC/2017 on Page 6.

The AWP and Budget for the FY 2016/2017 for Namayingo DLG was approved by the District Council at a council meeting held 6th April 2016 under Minute MIN 06/4/NDC/2016 on Page 6.

		<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	2	<p>Yes, data indicates that the investment projects implemented in FY 2016/2017 were not completed as per the FY work plan.</p> <p>A review of the Highlights of Revenue and Expenditure for the FY 2016/2017 indicates 89.2% cumulative annual average absorption under the Domestic Development, and Donor Development grant.</p> <p>Refer to pages 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26 and 28 of the 2016/2017 Annual Performance Report.</p> <p>The main causes of variances in the absorption was the poor performance of the youth livelihoods fund and other donor funds not realised especially in the community development department.</p>
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	<p>Yes, investment projects in the previous FY were completed within the approved Budget – plus or minus 15%</p> <p>A review of the Annual Performance Report for the FY 2016/2017 under the tabular Highlights of the Revenue and Expenditure of the 11 departments indicates a cumulative absorption rate of 89.2% which is a cumulative variance of 10.8% below the budget for total expenditures under Domestic Development Expenditures and Donor Development Expenditures specifically.</p> <p>To review the data used to calculate the percentage of total expenditure in comparison to the approved Budget, look at the tabular highlights of the Revenue and Expenditure of the 11 departments on pages 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26 and 28 of the 2016/2017 Annual Performance Report.</p>

		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>Yes, the LG has budgeted and spent at least 80% of the O and M budget on infrastructure.</p> <p>A review of the tabular Cumulative Department Work plan Performance for the FY 2016/2017 indicates that the identified O and M expenditure for departmental project activities is at an average of 105%.</p> <p>For example refer to Page 76, under Administration. The budget for Maintenance Machinery, Equipment and Furniture was utilized by up to 100%.</p> <p>Refer to Page 107, under Water. The budget under Borehole Rehabilitation was utilized by up to 210.53%.</p> <p>Refer to Page 98 under Education. The budget under rehabilitation of classrooms was utilized by up to 100%.</p> <p>Refer to Pages 102, and 103 under Roads and Engineering. The budget for periodic and routine maintenance of Urban Roads was utilized by up to 96.6%.</p>
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Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<p>Seen, annual performance reports for (3) heads of departments for DCDO, DEO and Ag.D/Engineer. Their annual performance reports for FY 2016/17 were on file and signed but some not dated. CFO was last appraised during FY2015/16, and annual performance reports for the remaining HoDs not seen.</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>There are (10) heads of departments (HoDs) as per the approved structure dated 4/8/17. Out of the (10) positions of HoDs, only (4) positions of D/CAO, CFO, DEO and DCDO are substantively filled. Five positions are filled with staff in acting capacity including D/planner, D/Engineer, DNRO, DHO and D/Production Officer. It was noted that the position of district engineer was last advertised in June 2012 and failed to attract the right candidates</p>

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>In FY2016/17, a total of (18) posts were submitted to DSC for filling by the CAO as per the (3) submission letters dated 6/5/17. All the (18) posts were considered by the DSC as per the minute extract of the 6th NDSC meeting held on 23/6/17 under Min. no. NDSC/23/2017; NDSC/40.5-20/2017</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>In FY 2016/17, the CAO submitted (34) files for confirmation of staff in appointment as per the letter dated 20/4/17. All the (34) LG staff were considered by the DSC. Refer to the 4th NDSC meeting held on 12/5/17 under the following minutes NDSC/29/17/1-34 w.e.f</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>In FY 2016/17, the CAO submitted (5) cases of disciplinary action to DSC as per the letters dated 20/3/17 and 1/6/17 respectively. The NDSC considered all the (5) cases under the minute extract of the 6th (II) NDSC meeting held on 23/6/17; Min. No. NDSC/41/2017 and NDSC/44/17 (1-4)</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	0	<p>From a list of (19) new employees recruited in FY 2016/17, it was found that (8) were appointed on probation and (11) on promotion. #7 out (8) new staff recruited on probation accessed the salary payroll slightly after (2) months of appointment. Examples: a) #5 staff appointed on 28/6/17 accessed the salary payroll in September 2017 b) #1 staff appointed on 21/8/17 accessed the payroll in November 2017 c) #1 staff appointed on 30/6/17 accessed the payroll in September 2017</p>
		<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	<p>From, Namayingo DLG Retirees' list for FY 2016/17, it was found that all the (4) LG staff who retired in FY 2016/17, have not accessed the pension payroll yet. Their mandatory retirement dates were on 18/8/16 (IPPS nos.541561); 28/10/16 (IPPS no.825538); 1/1/17 (IPPS no.541995); and 26/07/16 (IPPS no.541558) respectively. The (4) files were submitted to MoPS and the delay was attributed to delayed regularisation and contradicting date of hire between IPPS personal file among others.</p>

Assessment area: Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 -10% : score 2 point • If the increase is less than 5% : score 0 points. 	0	<p>From the review of the annual final accounts of FY 2015/16 & 2016/17 it was found out that in Namayingo LG OSR collections decreased by 8% from UGX 123,704,422/= that was collected in 2015/16 to UGX 113,734,147/= that was collected in 2016/17</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>The LG had budgeted to collect UGX 130,000,000/= in 2016/17 however it was only able to collect UGX 113,734,147/= hence realizing a budget collection ration of -13% which is above the allowable threshold.</p> <p>The reason given for the poor budget performance was the recent enforcements of proper fishing among the fishing communities this led to a drastic drop in the fishing activities across the Country yet fishing related activities were the main local revenue source of the District.</p> <ul style="list-style-type: none"> o 75% of the total District area LG is water o The LG has 8 Sub-Counties, 3 of these are islands o 4 of the remaining 5 are on the shores of the lake o Thus any decline in fishing activities directly affects revenue collections of the District.

11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	<p>The only tax collected by the LG that it shares with the Lower Local Government is Local Service Tax (LST)</p> <p>In 2016/17 the LG collected UGX 50,957,112/= as LST</p> <p>Of this it sent UGX 9,000,000 to the LLG with each LG getting UGX 1,000,000/=</p> <p>The LG thus only remitted 17.6% of the local revenue which is far below the threshold.</p>
		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<p>In 2016/17 the LG spent UGX 76,255,000 on Council allowances and emoluments</p> <p>Of the UGX 76,255,000/=, UGX 33,577,075/= was from Local Revenue and UGX 42,565,925/= was got from the un-conditional grant</p> <p>The practice of LG depleting the resources available in the unconditional grant to pay for Council expenses greatly affects operation of the LG departments especially those that do not have direct grants.</p> <p>In relation to the requirement of the indicator, the LG spent 27% of the local revenue of previous FY on Council Expenditures which is above the threshold.</p>
Assessment area: Procurement and contract management				
12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	<p>Yes, there was evidence of an appointment of service on promotion from Manafwa to Namayingo dated 3rd August 2015 signed by Nakalungi Sarah Ag.CAO under Min. No. NDSC 305/2015/ (iii) at the 39th sitting of 28th July 2015.</p> <p>There was also evidence of a confirmation in appointment ref CR/159/1 at the 138th meeting held on 23 and 24 June 2010 under Min. BDSC 109/2010 for a procurement Officer dated 30th June 2010 signed by CAO Luke L Lokuda.</p>

		<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>Yes, there was evidence that the Technical Evaluation Committee (TEC) produced minutes and submitted them to the Contracts Committee as below;</p> <ul style="list-style-type: none"> NAMA/594/WRKS/2016-17/00004 Construction of a 5-stance Pit Latrine at Maruba Pr. Sch. Under SFG which was submitted to the 4th DCC of 19th Oct 2016 under Min. 04/04-10/NDCC/2016(h). NAMA/594/WRKS/2016-17/00002 Construction of a 2-classroom block at Bubango Pr. Sch. Under SCDGE which was submitted to the 4th DCC of 19th Oct 2016 under Min. 04/04-10/NDCC/2016(b). NAMA/594/WRKS/2016-17/00037(a) Drilling Instalation and casting of 5 Boreholes Lot 1 submitted to the 5th DCC of 11th Nov 2016 under Min. 04/05-11/NDCC/2016. NAMA/594/WRKS/2016-17/00007 Construction of a 5-stance Pit Latrine at Bukimbi Pr. Sch. Under SFG which was submitted to the 4th DCC of 19th Oct 2016 under Min. 04/04-10/NDCC/2016(f). NAMA/594/WRKS/2016-17/00001 Construction of a 2-classroom block at Buchimo Pr. Sch. Under SFG which was submitted to the 4th DCC of 19th Oct 2016 under Min. 04/04-10/NDCC/2016(c).
		<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>The 12 action files were all in consonant with the TEC and Contracts committee decisions for the FY 2016/17.</p> <p>Therefore there was no deviation between the TEC recommendations by the Contracts Committee</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p>			<p>a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget</p> <ul style="list-style-type: none"> on page 22nd 23 of the AWP and Budget of 17/18 were all education projects including retention for 8 schools and construction of Namutaba and Mwema Hills classroom blocks

Maximum 2 points on this performance measure.

- a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

0

, construction of 5 stance toilets in at Buchwera , Majoga and Nasimu P/s as seen in the procurement plan. However the procurement plan on page 9 further included a 5 stance pit latrine at Namayunge Primary school.

The three seater desks were also appearing for Mwango, Butanira, Sigulu ,Bulagaye and Mubiriki which are not evidence in the AWP and Budget

- construction of the production block phase 11 is provided in the proc plan on page 7 at 103,000,000 as in AWP and Budget on page 13 as non residential buildings at 50,388,000m the production officer said the payments are to be phased.

- Roads AWP catered for

Namayingo TC, Road Fund

Mwango –Kandege –Gorofa –Singira road ,
bridging of Bulagayi swamp,

Bujwanga –Simase-Lufudu swamp,

Nalyoba –Nairobi- Tanganyika-Mawa road,

Lotolo -Busiro-Lugala road

Budde –Nalubabwe- malendere road

Bujwanga- Simase- Lufudu road

Idowe –Mutumba road and Sinda – Mutumba road

The procurement plan does not specify any road nor funds

In summary the procurement plan for the current year did not cover all infrastructure projects as approved in the AWP and budget of 2017/18.

b) Evidence that the LG has made procurements in previous FY as per plan.

From the progressive report o procurements for FY2016-2017 signed by CAO Esau Ekachelan on 20th October 2017 and received in PPDA on 13th Nov 2017 were 15 works completed projects;

All the works under education appeared in the Proc plan however the roads are not explicitly reported in the procurement report other than

				<p>supplies of culverts at 12,450,000/= , hire of road equipment at 45,543, 000 yet the procurement plan spells out the roads to be rehabilitated as well as the community access roads to and routine maintenance in the town council.</p> <p>There were no procurement reports for quarter 3 and 4 FY 2016/17.</p> <p>The assessor could not consider all the procurements in the comparison.</p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<p>The Procurement Notice 0002 bore the open domestic bidding advert which was closing on 18th August 2017 after publication of 27/7/2017 it contained 8 procurements while there were 8 procurements under selective method (2 toilets under DDEG at Hama and Kandege P/s, Under Education department SFG toilets at Buchwera , Namayuge , Majoga , Nasinu , renovation of council/court hall of the district and a toilet under water sector whose bid documents were for Septemebr 2017.</p> <p>It was therefore concluded that not more than 80% of the bids were prepared before 30th August</p>

<ul style="list-style-type: none"> For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	0	<p>The SPO presented 12 Action Files for 2016-2017 as physical files while the contract register contained 13 records with completion dates column not updated.</p> <p>The SPO had not filled in the DCC decisions forms at the time of the assessment.</p> <p>All the files lacked payment certificates and environment reports.</p> <p>The contract Manager was the same person for all Education projects and one contract manager for all the water projects so they each compiled a consolidated report which was available at the time of assessment but not copied to every file.</p> <p>In summary, much as the entity had an almost updated contract register the action files lacked payment records.</p>
<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<ul style="list-style-type: none"> The daily Monitor of 20th September bore the open domestic bidding advert which was closing on 17th October it contained open bids under acceptable thresholds. The 2nd DCC of meetings of 1st September 2016 contained Agenda item 4 as review and approval of the method of procurements, procurement advert and the bidding documents under Min.04/02-09/NDCC/2016 On page 5 to page 9 all approved under appropriate thresholds. Nonetheless the copy of signed minutes was not available at the time of the assessment. The action files were also found complying. <p>In conclusion the entity adhered to procurement thresholds during FY 16/17.</p>

15

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

- Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2

0

No evidence was availed to the effect that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision.

SFG projects availed 3 certificates dated 6/12/2016 , 20/02/2017 and 4/5/2017 all duly signed for Bubango Pr Sch. They were not attached on the action file. And they were not differentiated as interim or final

Water sector had first and final certificates dated 3/1/2017 and 15/6/2017 respectively for Reddys boreholes and tech services ltd.

KLRs certificates were dated first on 9/2/2017 worth 67, 954,194 Shs and the final certificate dated 9/2/2017 worth 11,854,044. The assessor notes the same date for both payments and the absence of these certificates on the procurement action files There were also two certificates for the East African Boreholes Ltd and LHM ground water exploration and Geo-mapping services on the water sector file.

The toilets and production certificates were not presented.

All action files in the PDU lacked the certificates of interim and completion appropriately certified. The SPO was promised to have them from CFO but they were not on file at the time of this assessment they were separately presented but in a bid to ensure team work the assessor urged the officer to have them on file in PDU .

		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>No, there was no clear evidence that all works projects for the current FY are clearly labelled given the examples cited below;</p> <ul style="list-style-type: none"> The construction of the production Office (phase II) at 96m had no site board at all at the time of the site visit <p>(Latitude 0.3450; Longitude 33.8704 ; Altitude 1189.1)</p> <ul style="list-style-type: none"> 2 classroom block at Namutaba Pr. Sch a community school had a slow contractor yet the school had dire need for the classrooms. It is a community school with a shack of a head teachers office. There was no site board at all. <p>(Latitude 0.2825; Longitude 33.8635 ; Altitude 1171.1)</p> <ul style="list-style-type: none"> Borehole at Nahaiga Village of Mutumba Sub County DWD 60606 dated 26/10/2017 had a very good site board at the road side but without the contract value. <p>(Latitude 0.2798; Longitude 33.8508 ; Altitude 1143.3)</p> <p>Namayingo –Kitodha (14km) road under mechanised maintenance bore no signage at (Latitude 0.3459; Longitude 33.88303 ; Altitude 1189.1)</p> <ul style="list-style-type: none"> Renovation of Council/Court hall under DDEG at 47m had no signboard save for GO SLOW MEN AT WORK.
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Assessment area: Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>From the review of the cash books for all accounts it was observed that the LG made monthly bank reconciliations until 31st December 2017.</p>
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17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	0	<p>Although the LG has tried to pay suppliers on time, from the review of the contract files and vouchers it was found out that there were a few suppliers who had outstanding bills for over two months and these suppliers were:</p> <p>Nile Energy Ltd for supply of fuel voucher No. 2/10, a n invoice was raised on 22nd/06/2016 and payment was effected on 7th/10/2016</p> <p>Nile Energy Ltd for supply of fuel voucher No. 2/5, an invoice was raised on 1st/11/2016 and payment was effected on 22nd/03/2017</p> <p>Nile Energy Ltd for supply of fuel voucher No. 1/5, a n invoice was raised on 20th/10/2016 and payment was effected on 22nd/3/2017</p> <p>Bahaman Engineering for supply of stationery voucher No. 24/6, a n invoice was raised on 5th/12/2016 and payment was effected on 22nd /06/2017</p> <p>Bahaman Engineering for supply of stationery voucher No. 19/9, a n invoice was raised on 17th/06/2016 and payment was effected on 21st/09/2016</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	0	<p>The District lack a substantive Internal Auditor, currently the department is headed by Mr. Oundo Sam who was appointed as an Internal Auditor on 30th/06/2011 Min. No. BDSC 137/2011. He was later assigned duties of the District Internal Auditor on 22nd June 2017 (Ref No. ADMIN/NMGO/160/01)</p> <p>The audit department has produced all the four quarterly internal audit reports on the following dates:</p> <ul style="list-style-type: none"> o Q1 on 14th Oct 2016 o Q2 on 13th January 2017 o Q3 on 14th April 2017 o Q4 on 12th July 2017

<ul style="list-style-type: none"> • Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	0	<p>There was no evidence seen confirming that the accounting officer had provided information to the Council and LG PAC on the Status of implementation of internal audit findings and the LG PAC recommendations.</p> <p>o It was alleged that LG PAC recommendation were adopted by Council on 31st January 2018 (though the Minutes seen were not yet signed awaiting the next Council meeting) hence it is anticipated that CAO will respond to the internal audit findings and LG PAC recommendations in the near future.</p>
<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	0	<p>All the four quarterly audit reports for 2016/17 produced by the internal auditor were submitted to and received by the District Chairman and the speaker on the following dates:</p> <ul style="list-style-type: none"> o Q1 received on 14th/10/16 o Q2 received on 22nd/2/17 o Q3 received on 11th/5/17 o Q4 received on 14th/7/17 <p>LG PAC reviewed 1st and 2nd quarter internal audit reports and produced a report titled “Public Accounts Committee Report for 30th June 2017”. This report was submitted to Office of the Speaker Namayingo and CAO on 20th Sept 2017.</p> <p>Despite the above initiative the LG does not score because not all the four quarter audit reports were discussed and there is no evidence of follow up on LG PAC recommendations.</p>

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<p>The LG has compiled and updated its assets register and has submitted a copy of which to the Ministry of Finance on 10th November 2017 (Ref. No. Fin/106/1)</p> <p>The assets register follows the recommended format and consolidates all assets including:</p> <ul style="list-style-type: none"> o Transport equipment; o Furniture and fitting; o ICT equipment; o Office equipment; o Land; and o Buildings
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>The LG received an unqualified audit opinion this was verified from the review of the audited annual final accounts of FY 2016/17 obtained at OAG.</p>

Assessment area: Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Yes. The council meets and discusses service delivery issues including the DTPC reports, performance, and monitoring reports.</p> <p>For example the District Council held a meeting on 30th Nov 2016 and discussed and approved key service delivery policy issues like the District food security bill. Refer to MIN.NO 07/11/NDC/2016 where the council discussed and deliberated on Draft Bill on food security (Page 5).</p> <p>Yes, the LG PAC reports are also submitted to the Council through Office of the District Speaker. Refer to Speakers' dated stamp (20 Sept 2017) on the title page of the LG PAC report for quarter 1 and 2 of FY 2016/2017</p>
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>No, there is no evidence that the district has a designated team that has been formally assigned to respond to grievances, feedback from the citizens on the budget desk for the period FY 2016/2017.</p>
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	0	<p>No, there is no evidence that the LG Payroll and Pensioner Schedules were posted on the wall at the HR office.</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	1	<p>There is evidence that the Procurement and Contracts notice board had the necessary awarded contracts and amounts displayed.</p>
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>No, there is no evidence to show that the district performance results and budget implications are shared and published since this is the first year of assessment.</p> <p>There is no evidence of a functional budget desk or appointment of members in the FY 2016/2017</p>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	0	<p>No, there is no evidence that the hard copies submitted by the ministries to the DLG were disseminated to LLGs.</p>
	<p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	0	<p>No, there is evidence to show that the district performance results and budget implications were shared and published.</p>

Assessment area: Social and environmental safeguards

<p>25</p>	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	<p>2</p>	<p>The GFP was assigned the duties in a letter dated 10/11/2017 signed by Ekachalan Esau for CAO otherwise before then there was no GFP. On 20/6/2017 the DCDO organised a capacity building training for CDOs in gender equity and gender sensitive budgeting report submitted to CAO on 28/7/2017.</p> <p>The CDO attached to water sector guided the sector in a report of 4/7/2017.</p> <p>The TPC of 10th August 2017 in the Finance boardroom under Min No.6/8/2017 the DCDO advised for the assignment of a GFP and inclusion of gender related activities in their work plans for the next financial year.</p>
		<ul style="list-style-type: none"> Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	<p>0</p>	<p>From the AWP and Budget of 2017/18 under section 9.0 community based services under 9.7 of Gender mainstreaming were activities to cause women empowerment.</p> <p>From the approved budget of 2016/17 as laid and approved on 06/04/2016 under Min 06/04/NDC/2016 on page 2, was 885,719,000/= while in the approve AWP and budget of 17/18 the report was 944,906,000 for</p> <p>Releases for 2016/17 were;</p> <p>Social dev. Grant = 46,992,381</p> <p>Uncond. Grant = 2,087,010</p> <p>DDEG = 3,894,134</p> <p>YLP operati</p> <p>UWEP Operati</p> <p>Wages for 16/17 = 111, 344,000</p> <p>YLP disbursements = 196,987,000</p> <p>UWEP disbursements =70,880,000</p> <p style="text-align: right;">473,810,561/</p> <p>944,906,000 =50.14%</p> <p>473,810,561/885,719,000=53.5%</p>

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2

2

The LG had a functional system and staff comprising the Lands Officer, a substantive Forestry Officer who is the Ag. DNRO, Senior Environment Officer, Asst Forestry Officer, District Staff Surveyor and 2 rangers.

There was evidence of a screening report for SFG schools for FY 2016/17 dated 16th December, 2016 covering 7 projects. The assessor notes that the report had no evidence of submission to CAO or Engineers for action.

There was an Impact assessment presented for Butajja –Sinde and Lwagosia –Lunyo Road addressed to the Sub county Chief Buyinja, it was signed by the environment officer but not dated, nor acknowledged by the s/c chief.

On 9/7/2017 was a report on compliance monitoring on mitigation measures on district roads in 2016/17 along Budde- Malendere- Nalubabwe road .

There was a environmental compliance monitoring report on water projects dated 19th Sept 2016 signed by the Environment Officer but not submitted to CAO

In the AWP and Budget of 17/18 page 22 the education sector planned for environment Impact assessment for capital works of 2,550,000/= and monitoring of SFG activities at 3,910,000.

- Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1

0

There was no evidence of a clause in the contract bid documents to guide integration of Environmental and social management plans. The PDU uses the standard contract bid formats form PPDA for which we should recommend an update.

However under some BoQs of water was a budget to cater for Environmental mitigations

		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>Yes, there was evidence that the district was very concerned about land ownership;</p> <p>Under Health they had titles for Buyinja HCIV, Bumooli HC II Mutumba HC III.</p> <p>Under education there were 9 land purchase agreements for the schools namely Namugongo P/S, Hohoma P/S, Buhunya P/S, Budidi P/S, Budala P/S, Bukewa P/S, Buhatandu P/S, Madowa p/S, Buwongo P/S. For the ongoing education projects FY16/17 there was a land agreement for Bubango P/S and for current FY a land agreement for Namutaba</p> <p>Water land agreements were not availed to the assessor.</p> <p>The D/Eng and DNRO alluded to existence of a District land title upon which the production office was constructed and renovations were in progress. But it was not available at the time.</p> <p>Just like the Health department there is need to ensure agreements for the schools and water facilities to be signed with the Local government.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p>There was evidence of only one Environment and Social Mitigation Certification Form dated 21/4/2016 for Nalyoba –Mawa road and Tanganyika Road signed by the Environment Officer Busagwa Alex.</p> <p>However the Procurement progress report as submitted to PPDA on 13th Nov 2017 after being signed by CAO on 20th October 2017 contained 15 completed projects under the education and water departments.</p> <p>It was concluded that completed projects lacked Environmental and Social Mitigation Certification.</p>



LGPA 2017/18

Educational Performance Measures

Namayingo District

(Vote Code: 594)

Score 39/100 (39%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	4	<p>There is evidence for budgeting in FY 2017/2018 with a wage bill of 6,080,059,000 on page 18 catering for 84 Primary Schools including Head Teachers submitted to MoFPED on 2nd May 2017 by CAO</p> <p>Teachers budgeted for are 749 as per page 18 of the Performance Contract. Budget is in place for 1 head teacher & minimum of 7 teachers per school</p>
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	0	<p>In FY 2017/2018 there are 76 Substantive Head teachers out of 84 Head Teachers required as per DEO's Submission to CAO about Transfers and Assigning of Head Teachers on 5/02/2018.</p> <p>There are 727 Teachers deployed inclusive of Head Teachers as per the Staff Lists in DEO's office together letter to CAO on 6/01/2017.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<p>It's clear that out of the 749 teachers with wage bill provision in the performance contract FY 2017/2018 on page 18, the district has 727 teachers in place with a gap of 24 teachers as per DEO's submission to CAO on 6/01/2017 and it reached registry/ CAO's office on 8/2/2017</p> <p>727/749 = 97.06% staffing rate.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	6	<p>The 2 School inspectors as per the LG structure is in place and substantively appointed as per the letter from PS - Public service to CAO Namayingo on 4th August 2017. It was endorsed by CAO on 21st September 2017</p> <p>Inspectors DSC minute of appointment as inspectors</p> <ol style="list-style-type: none"> NDSC/28/2017/5 issued on 10/7/2017. NDSC 40.9/2017 issued on 28/6/2017
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	0	<p>There was a recruitment submission from DEO to CAO for 15 Teachers on the 6th January 2017 and it was received by registry on 8/2/2017.</p> <p>There is a District recruitment plan in place and it was submitted on 30th September 2016 by CAO to PS – Public service it captured a staffing gap of 385 on page 2. However there was no wage bill for this gap to recruit all these required gaps. The available wage was only able to cater for a gap of 24 Teachers as stated in the performance contract (749 Teachers)</p> <p>Out of the 24 Vacant posts the LG education department had submitted 15 only for recruitment and there was no clear justification for this.</p>

		Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2	2	<p>All the inspectors of schools are substantively appointed.</p> <p>Inspectors DSC minute of appointment as inspectors</p> <ol style="list-style-type: none"> 1. NDSC/28/2017/5 issued on 10/7/2017. 2. NDSC 40.9/2017 issued on 28/6/2017
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>The (2) positions of inspectors of schools are substantively filled as per the approved education department structure dated 4/8/17. The evidence on file indicated that:</p> <ol style="list-style-type: none"> a) Ouma Godfrey (appointed senior inspector of schools under Min. NDSC/40.9/17) was appraised for FY 2016/17 on 20/6/17 by PAS; b) Maloba Thomas (appointed inspector of schools under Min. NDSC/40.10/17) was last appraised during FY 2015/16 on 12/10/16 by DEO/PAS
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>The review of performance appraisal files for the (77) primary head teachers revealed that: a) The annual performance reports for 23 (30%) out of 77 primary head teachers for calendar year 2016 were on file b) #9 annual performance reports had contradicting information c) There was no evidence of annual performance reports for (45) HTs for calendar year 2016. It was also noted that MoPS appraisal guidelines are not fully complied with.</p>
Assessment area: Monitoring and Inspection				

6

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

- Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1

0

There was no evidence for communication of any guidelines, circulars, policies issued by the LG Education department to schools.

- Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2

2

There were meetings held by the education department together with Head Teachers discussing policies about school feeding, Performance, Dressing code as shown in the minutes held at Bunya SSS at 10:00am on 2/3/2017.

Also evident was another set of Minutes of a meeting held at the District head Quarters together with the Head Teachers Association on 2/2/2017. Signed by the Chairperson and DEO. This was about assessing EGR in primary schools

A meeting was held with NADIPHA where the DEO communicated about Schools feeding, closure of private school without minimum standards, Provision of Land Agreements of their schools to DEO's. It was on 29/11/ 2017

7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	0	<p>There is no evidence that all Private and public schools were inspected. This is because the DIS informed the assessment team that all the reports were submitted using the digital Inspection platform hence physical copy was seen.</p> <p>However DIS presented an acknowledgement letter from DES submitted on 12/2/2018 showing submission of 3 reports following Integrated Inspection System (IIS) reflecting reports from 11/11/2016 – 14/09/2017.</p> <p>There was no physical report evidenced at the DEO's office. Hence there was no inspection data available by the time of assessment.</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	0	<p>It is evident that the department had departmental minutes in place as held on 15/8/2016, 7/3/2016, 9/9/2015. Some minutes evident were not captured because they were not fully signed hence not authentic.</p> <p>However all the minutes seen did not reflect the department discussing about the Inspection reports.</p>
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	0	<p>It was evident that some reports were submitted to DES - Kampala on 12/02/2018. Submission was made for only 3 reports and the fourth report was not submitted. Hence there was no full submission of Inspection reports.</p>
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	0	<p>There was no evidence that Inspection recommendations were followed up.</p>

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5</p>	<p>5</p> <p>It's evident that the schools in the EMIS report don't tally with the actual schools on ground. EMIS report captures having 66 government Primary Schools while on ground there are 84 schools as per DEO's submission to CAO about Authentication of data about Primary Schools on 17th April 2017.</p> <p>The District however had all the 84 Statistical forms in place for 2016 and those for 2017 which confirms that they have all the 84 Schools. The OBT had all the 84 Government primary schools and their forms were all available as submitted to MoES.</p> <ol style="list-style-type: none"> 1. Namayingo P/S 2. Lwangosia P/S 3. Gengluho P/S
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	<p>0</p> <p>Sampled school's enrolment data from the EMIS report doesn't tally with OBT as shown below.</p> <ol style="list-style-type: none"> 1. Buwongo CoU P/S has 1068 on EMIS data while OBT has 1036 2. Bukewa P/S had 1122 on EMIS database while 999 on OBT 3. Bwisa P/S had 168 Pupils on EMIS and 414 pupils 4. Mutumba P/S had 902 pupils on EMIS while 856 pupils on OBT 5. Syanyonja P/S had 669 pupils on EMIS and 604 pupils on OBT <p>Information does not tally with OBT report.</p>
Assessment area: Governance, oversight, transparency and accountability			

<p>10</p>	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	<p>2</p>	<p>Yes, there is evidence that the Standing Committee on Social Services met and discussed Education service delivery issues like sector performance.</p> <p>For example refer to committee minutes for the meeting held 2nd May 2017. Refer to MIN 04/NAM-SSC/05/2017 where the quarter three departmental performance for the FY 2016/2017 was discussed, for example issues like school inspection and UPE performance. These were presented by the DEO to the committee.</p>
		<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	<p>2</p>	<p>Yes. The sector committee presented issues that required approval from council.</p> <p>Refer to District Council meeting held 7th March 2017 Minute MIN 07/3/NDC/2017 where the Chairperson of the Standing Committee for Social Services presented a report to the fuller council on the Education department performance and planned activities for quarter 4</p> <p>This Standing Committee report was derived out of the social service committee meeting held 7th Feb 2017</p>

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>It was evident that 33 government schools out of 84 schools have functional SMC's and they had files in DEO's office</p> <p>The following schools were sampled on SMC's</p> <ol style="list-style-type: none"> 1. Nangera Baptist P/S 2. Budidi Cou 3. Kifuyo P/S 4. Bumatenge P/S 5. Mwango P/S <p>Only one school from the sampled schools had submitted a file to DEO's office. However even among the available schools, Bumalenge Primary school had no minutes available in file.</p> <p>0/5 = 0%</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>The Non-wage recurrent grants were available for Q3 & Q4 FY 2016/2017 and they are displayed in the office and outside of the office on the wall since the department had no notice board</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p>	<p>The Education Sector Annual Work plan was in place and some of the procurement requests were seen as detailed below.</p> <ol style="list-style-type: none"> 1. Construction of 5 stances of Lined Pit Latrine at Bukimbi P/S, it was initiated by DEO and it reached PDU on 1/9/2016 2. Construction of 2 classrooms at Buchimo P/S initiated by DEO and reached PDU on 1/9/2016 3. Procurement of 115 three Seater Desks at Buchimo, Madowa, Mayanja Primary schools. It was initiated by DEO and reached PDU on 1/9/2016. <p>The above Procurements reached the PDU on 1/9/2016 which is before 30th April as required.</p>
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</p>	3	<p>From the review of all projects undertaken by the department in 2016/17 it was found out that the HoD approved suppliers for payments on time for example</p> <p>Contract to Mumago Construction for construction of 5 stance pit latrine at Bukumbi PS; an invoice was raised on 11th/1/2017 and the HoD approved on 12/1/2017</p> <p>Contract to Naluweine Construction for construction of 2 classroom block at Bubago PS; an invoice was raised on 13th/2/17 and the HoD approved on 21st/2/2017</p> <p>Contract to Fountain of light construction for construction of 5 stance pit latrine at Maruba PS; an invoice was raised on 14th/2/2017 and the HoD approved on 21st/2/2017</p> <p>Contract Rise Divine for supply of school desks at Buchimo PS; an invoice was raised on 21st/2/2017 and the HoD approved on 24th/2/2017</p> <p>Contract to Chirikumwino Investment for retention of 2 classroom block at Bumeru PS; an invoice was raised on 21st/10/2016 and the HoD approved on 26th/10/2016.</p>
Assessment area: Financial management and reporting				

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No, there is no evidence that the Department of Education submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation</p>
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16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	<p>In the 2nd quarter a number of issues were raised when a special UPE capitation grant audit was done the issues among others included:</p> <p>Mismanagement of the UPE capitation grant by head teachers in some schools</p> <p>Weaknesses in handling accountability files</p> <p>Not witnessing handovers by the District Education department</p> <p>Limitations in the capacities of the organs of the school finance committees</p> <p>From the above issues management actions were recommended including:</p> <p>2 DEO to ensure proper handovers</p> <p>Copies of handover reports seen for example handover of the head teacher of Mutumba PS , Buchumba Hill PS and Sigulu Secondary School.</p> <p>Revoking vote controlling powers for the affected teachers</p> <p>Seen copies of letters revoking vote controlling powers to some teachers</p> <p>Accounting for the funds satisfactorily</p> <p>Seen copies of deposit slips for refund of funds for example refund of 1,720,200 from Oula Anthony of Sigulu Island PS and Asiyo Carolyn cleared 206,000/=.</p>
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	<p>0</p> <p>0</p> <p>1</p>	<p>There is no evidence to show that guidelines were disseminated on how SWT/SMT are to provide guidance to girls and boys on how to handle Hygiene, health issues among other.</p> <p>There is no evidence of the Education department issuing guidelines on girl sanitation and PWD's</p> <p>All schools sampled were adhering to the Gender Guidelines of At-least 2 women on the Foundation body. Sampled schools include</p> <ol style="list-style-type: none"> 1. Buswale P/S – compliant 2. Lwangosia – Compliant 3. Buhoba P/S – Compliant 4. Lubango P/S – Compliant 5. Musuma P/S – Compliant <p>It is evident that from the sampled schools, 5 out of 5 schools have members who are compliant with the Gender guidelines.</p>
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	<p>0</p>	<p>There is no evidence that Environment guidelines were issued by the LG Education department to schools.</p>



LGPA 2017/18

Health Performance Measures

Namayingo District

(Vote Code: 594)

Score 19/100 (19%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	0	<p>The health department didnt recruit in 2016/17 and 2017/18. But only confirmed personnel contracted by Intrahealth and recruited one cold chain assistant. The wage bill for 2016/17 was 1,390,268/= and 1,381, 822/=</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	0	<p>There was no recruitment plan submitted to HR from the health department.</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>The annual appraisal report (2016/17) for the health facility in-charge (Dr. Mbolwa Lazalo) for Buyinja HC IV not seen. But he was last appraised during FY 2015/16 by PAS</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	0	<p>The cold chain assistant was the only staff recruited on replacement basis, and deployed at Buyinja HCIV.</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>There was evidence that the DHO communicated guidelines , policies and circulars</p> <p>At the DHOs office the following policies were available: Consolidated Guidelines for Prevention and Treatment of HIV in Uganda 2016, Uganda National Tuberculosis and Leprosy Control Program Strategic Plan 2015/16-2019/20, Immunization in Practice Uganda 2017, Essential Maternal and New-born Clinical Guidelines 2016, National Strategy for Integration of Sexual Reproductive Health and Rights and HIV/AIDS 2017-2021. Maternal and Perinatal Death Surveillance and Response Guidelines 2017, Primary Health Care Grant Guidelines 2015/2017, National Human Resources for Health Plans for District and Central Institutions 2016/17-2018/19, FY 2017/18 National Quantification Report for Public Health Facilities in Uganda 2017, Mass Distribution of Long Lasting Insecticide Treated Nets to Achieve Universal Coverage in Uganda, Detailed Implementation Guidelines for Universal Coverage Campaign 2016-2017. Consolidated Guidelines for Prevention and Treatment of HIV In Uganda 2016, National Policy on Public Private Partnership in Health 2017</p> <p>There were two circulars on file dated Mar 16th 2017 there was a submission of Health Sector Local Government Grant and Budget Guidelines and Indicative Planning Figures IPFs for 2017/18, and second dated 8th August 2017 Request to Support active surveillance search in Health facilities and communities by National Stop Transmission of Polio Teams.</p>
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				<p>At the facilities at Mutumba HCIII the following facilities were available: Consolidated Guidelines for Prevention and Treatment of HIV in Uganda 2016, Pregnancy Childbirth and Post-Partum and New-born Care a Guide for Essential Practice and there was no file for circulars.</p> <p>Banda HCIII: Consolidated Guidelines for Prevention and Treatment of HIV in Uganda 2016, National HIV Testing Services Policy and Implementation Guidelines Uganda 2016 and there no circulars available on file.</p> <p>Bumooli HCIII: Consolidated Guidelines for Prevention and Treatment of HIV IN Uganda, National HIV Testing Services Policy and Implementation Guidelines in Uganda 2017, Guidelines for Integrated Management of Acute Malnutrition in Uganda 2016, Primary Health Care Grant Guidelines 2016</p>
		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<p>There was no evidence the DHO held meetings and disseminated policies, guidelines and circulars to facility in charges and other staff.</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<p>There is no evidence DHT supervised Buyinja HCIV. The supervision report found at DHOs office showed Buyinja HCIV was supervised around 26th Oct -3rd Nov 2016. Efforts to get the supervision book at Buyinja HCIV were futile therefore it was not possible triangulate information available..</p>

Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0

0

There is no evidence the DHT supervised lower facilities because the reports found at DHOs office were not consistent with information at the facilities. In addition, the information found in reports at the DHOs was not clear objective not related to supervision.

There was a DHT supervision report dated 29th Sept 2016 and supervision had taken place between 8th and 29th Sept 2016. In this report the objective of supervision was to interact and share vital information with health workers and VHT while the content of the report was related to support supervision. The facilities supervised were Hukeseho, Mutumba and Bumooli HCIII, Namavundu, Kifuyo, Shanyonja, Mwema and Dorudo HCII. The findings, challenges and recommendations were general not specific to the facilities. The second report was dated 7th November 2016 and supervision was carried out from the 26th Oct to 3rd Nov 2016. The objective of this report was similar to the first report, and the facilities supervised were Buyinja HCIV, Banda and Mutumba HCIII, Bugala and Buyomba HCII. Like the first report the key headings were had the findings challenges and recommendations the third report on file was conducted in November 2016, duration was not indicated on report and the facilities supervised were identified as those on the mainland and islands. The report had the following broad areas, strengths, gaps, support provided and recommendations.

At the facilities Mutumba HCIII: There was a DHT supervision on nutrition on 2nd Aug 2016, 23rd August 2016 on HMIS, 26th Oct 2016 on HMIS 14th Jan 2017 on Cold Chain.

Banda HCIII: There was a DHT supervision on nutrition, 20th and 23rd August 2016 on HMIS, 13th Oct 2016 on EPI and 29th Nov 2016 on support supervision.

Bumooli HCIII: There was DHT supervision on 23rd August 2016 ,15th Sept 2016 and 14th Oct 2016 for HMIS.

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	0	<p>There is no evidence Buyinja HCIV supervised the health facilities.</p> <p>There were HSD reports at DHOs office on supervision. There was a report dated Oct 2016. This supervision focused on data usage, stock management of medicines and supplies, immunisation coverage and cold chain. The facilities supervised were not mentioned in the report only Rabachi HCII was mentioned. The findings and recommendations were generalised and not tagged to any facility. The second report was dated March 2017 and facilities supervised where identified as those for the main land and islands. The report had the following broad areas, strengths, gaps, support provided and recommendations. The findings where not tagged to any facility, Mutumba HCIII was mentioned in the report. The third report was dated 29th July 2017 and the supervision involved facilities at mainland and islands and supervision happened between 7th July 2017 and 29th July 2017. The findings were summarized as staff attendance, availability of medical supplies, health workers welfare, service delivery, EPI and data utilization, Buyinja HCIV was mentioned in the report.</p> <p>At the facilities there was no evidence of HSD supervision.</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p>	0	<p>There was no evidence reports were discussed and used to make recommendations</p>
		<p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>With no evidence of report discussions there is no evidence the action plans were implemented.</p>

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	0	<p>The HMIS and OBT list of facilities was not accurate and consistent. There was Bumooli HCIII in the HMIS and Bumoli HCIII in the OBT,(the spelling was not similiar). Hukeseho was HCIII in OBT but in HMIS it was HCII(the level of faciltiy was not similiar). Siro HCII was missing in the HMIS because it doesn't have a code.</p>
Assessment area: Governance, oversight, transparency and accountability				
10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>Yes, there is evidence that the Standing Committee on Social Services met and discussed Health service delivery issues like sector performance.</p> <p>For example refer to committee minutes for the meeting held 2nd May 2017. Refer to MIN 04/NAM-SSC/05/2017 where the quarter three health departmental performance for the FY 2016/2017 was discussed for example issues of the need for refrigeration services, boat ambulances for island communities etc. These were presented by the DHO to the council</p>
		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>Yes. The sector committee presented issues that require approval from council.</p> <p>Refer to District Council meeting held 7th March 2017 Minute MIN 07/3/NDC/2017 where the Chairperson of the Standing Committee for Social Services presented a report to the fuller council on the Health department performance and planned activities for quarter four. This Standing Committee report was derived out of the meeting held 7th Feb 2017</p>
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>			<p>There is no functional HUMCs in Namayingo District and score is zero, the findings show that the minutes were either not signed, in some cases the attendance lists were absent and in almost all cases budget issues were not discussed. Details are below.</p> <p>At the DHOs office there were minutes for Namuyuge HCII dated 18th Sept 2016. There were four members who attended the meetings,</p>

Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues): • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0

0

the minutes were not signed and no discussion on PHC funds/workplan. Still for Namayuge HCII there were minutes dated 24th Nov 2016 and five members attended one of them a female there was no discussion on PHC and the minutes were not signed. In the minutes of 18th Mar and 9th June of 2017 both minutes had no attendance list and were not signed. However, in both minutes PHC funds were discussed, including the budget.

There were also minutes for Lolwe HCII dated 17th April 2016. The minutes were signed but had no attendance list. Another minute dated 19th Oct 2014 had no attendance list, was not signed and didn't discuss budget issues. On the same file there was communication dated 25th Sept 2014 subcounty of Lolwe Parish from the in charge informing him of expiry term for the members, and only one member had been active. To quote "it is only chairperson who has been active meaning it was an inactive committee". Still at Lolwe HCII there were minutes dated 1st July 2017, 15th Mar 2017, 6th Jan 2017, 19th Oct 2016, 15th June 2016. All minutes were signed but had no attendance list. Interesting that Lolwe seemed to meet more often than recommended quarter

There were other minutes that were not tagged to any health facility, dated 28th June 2014, 26th Mar 2017, 30th Sept 2016, 22nd Dec 2016, the composition was three females and three males.

Buchumba HCII had two minutes dated 14th Nov, 11th Oct 2017 these were one pager minutes and budget issues were not discussed. Lugala HCII had two minutes dated 5th Dec 2017 and 21st Mar 2017 and HUMC composition was three females and two males.

Bumalenge HCII had minutes dated 26th Oct 2016 and workplan and budget were discussed however the minutes were not signed. While Bujwanga HCII had three minutes on file dated 29th May 2017, 29th Feb 2017, and 10th Oct 2016 all minutes were one pager and didn't discuss budget/workplan issues, the HUMC composition was two females and four males. There were minutes dated 21st Dec 2016, 16th Sept 2016, 18th Mar 2017, 6th July 2017 and 16th July 2016 for Buyinja HCIV but no attendance list was attached.

Mutumba HC had minutes for 6th June 2016 and the second minute was no dated composition was one female and seven males, all minutes

				<p>where not signed.</p> <p>There were minutes not tagged to a health facility and they were dated 14th Mar 2017, 30th Sept 2016, July 2016. These minutes were not signed and composition was two males and six females.</p> <p>Namavundu HCII had a meeting dated 15th Dec 2017 minutes, not signed and composition was three females and three males</p> <p>Two other minutes dated 15th Sept 2016 and 20th Dec 2016 were not tagged to a facility. In these minutes there was a discussion on PHC funds but both minutes were not signed. Minutes for Banda HCIII dated 27TH April 2017, PHC funds were discussed and composition was two females and eight males. Kifuyo HCII had minutes dated 31st Mar 2017, 29th Sept 2016 and 6th Jan 2017 the composition was three females and four males, minutes were not signed and only one discussed budget issues.</p> <p>Lastly Mulombi HCII had three minutes dated 27th Sept 2016, 5th Dec 2016, and 4th Mar 2017. In all these minutes budget/workplan issues were discussed and minutes were signed however the attendance list was missing.</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<p>At DHOs notice board list of all health facilities receiving PHC non-wage recurrent grants was not publicised.</p>
Assessment area: Procurement and contract management				

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>The capital investments were managed by GAVI and there was no PHC or DDEG funds. The GAVI funds were used to build two staff houses at Mutumba HCII and Buyinja HCIV, two boats, four motor cycles and ten bicycles.</p> <p>There was no submission of procurement request form to PDU.</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<p>There were two procurement plans for Buyinja HCIV and the health Centre twos and threes. NMS coordinated this activity and the procurement plans where dated 19th Dec 2016.</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	0	<p>Although the department did not have projects in 2016/17, assessment of payments of suppliers revealed that the HoD approved payments for suppliers on time with exception of one invoice that was certified late this invoice was:</p> <ul style="list-style-type: none"> Nile Energy limited for supply of fuel voucher no. 2/10; an invoice was raised on 22/6/2016 and was approved by the HoD on 21st/09/2016. <p>The LG thus doesn't attain a score on this indicator as an invoice was approved after 2 months.</p>
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No, there is no evidence that the Department of Health submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</p>
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17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	2	<p>In the 2nd quarter a number of recommendations done from the issues observed when a special audit of health facilities was done these among others included:</p> <ul style="list-style-type: none"> o District health department was directed to budget for completion of Bugali HC II o Health in-charge to seek for help of Sub-County accounts assistant in preparing books of accounts o Plan to cover staff on study leave to be put in place o Routine infrastructure repairs <p>From the above issues management actions were recommended including:</p> <ul style="list-style-type: none"> o CAO directed DHO to ensure deployment in units where staff have gone for study leave <p>Seen files of former SDS staff that were deployed in health units to fill the gaps left by staff on study leave</p> <ul style="list-style-type: none"> o CAO directed that all drug transfers to be handled by the DHO <p>This recommendation has been implemented; drug transfers are now being handed directly by the DHO.</p>
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Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	0	<p>There was no evidence the HUMCs met gender composition because it was a challenge to determine gender composition of some facilities because attendance lists were missing on some of the minutes.</p>
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>There is no evidence the local government issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women.</p>

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none">• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.	2	<p>There was a policy for waste management Approaches to Health Care Waste Management Health Workers Guide 2013 at DHOs office, and some facilities Mutumba and Bumooli HCIII had SOPS on the wall.</p>
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LGPA 2017/18

Water & Environment Performance Measures

Namayingo District

(Vote Code: 594)

Score 90/100 (90%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>Yes, the LG Water department has targeted the less safe coverage Sub-counties. The District safe water coverage average is 60 % and all the Sub-counties with safe water coverage below the District average safe water coverage (Bukana – 13%; Lolwe – 35%; Banda – 46%; and Mutumba – 55%) have been targeted to receive the following 09No. out of 12No. new Hand Pump and Motorized Boreholes/wells for FY2017/18, distributed as Bukana – 1; Banda – 3; and Mutumba – 3 and 2 production wells. There are 17No. boreholes to be rehabilitated but only 3 are for the within in the current FY 2017/18. Evidences can be traced from:</p> <ul style="list-style-type: none"> The Annual Workplan/Budget for Namayingo DWSCG for FY2017/18, submitted by CAO on 24/05/2017 to the Permanent Secretary MoWE and received on 29/05/2017 with content of: (i) construction of two 5-stance lined VIP Latrines in Bumeru A and Lugala Landing Site; (ii) Protection of a spring; (iii) Siting, drilling and installation of 10No. Hand pump boreholes; (iv) Feasibility and design of 1No. RGC water supply scheme along the lake shores; (v) Rehabilitation of 17 boreholes; (vi) Co-funding for construction of piped water system; (vii) construction of Water Office block – Phase 1; and (viii) 60 Water quality testing (Old sources). Second Quarter Progress Report for the DWSCG for FY 2017/18 submitted by the CAO on 08/01/2018 to the Permanent Secretary MoWE and received by DWD on 12/01/2018.
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district</p>			<p>Yes, the LG water Department implemented budgeted for:</p> <ul style="list-style-type: none"> 02No. construction of public latrines in Matiko and Lugala RGCs; 10No. new deep boreholes drilling (Hand pump) in ; 02No. Deep borehole drilling (motorised pump) in;

<p>average)</p> <p>Maximum 15 points for this performance measure</p>	<p>• Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15</p>	<p>15</p>	<p>(iv) 01No. Construction of piped water supply system (surface water pumped);</p> <p>(v) 01No. design of piped water system (GFS, Borehole, surface) feasibility studies and tender documentation;</p> <p>(vi) 21No. old borehole rehabilitations ; and</p> <p>(vii) 64No. Water quality testing (old sources)</p> <p>Of these, the targeted sub-counties got 60% new borehole drilling and 33% old borehole rehabilitation with distribution as: Bukana (13% coverage) was allocated 1 new and no Old rehabilitated boreholes; Lolwe (35% coverage) was allocated no new and no Old rehabilitated boreholes and 4 shallow wells; Banda (46% coverage) was allocated with 2 new and 5 rehabilitated boreholes; and Mutumba (55% coverage) was allocated with 3 new and 9 rehabilitated boreholes in addition to the 2 Production wells during the FY 2016/17. Further evidenced can be traced from the following:</p> <ul style="list-style-type: none"> • Fourth Quarter and Annual Workplan/Budget for Namayingo DWSCG for FY2016/17 submitted to the Permanent Secretary of MoWE and received by the DWD on 15/07/2017 with content of Construction of two 5-stance VIP lined Latrine at Lugala and Matiko Landing Sites; 07 spring protection; 10 deep Hand Pump borehole drilling; 42 borehole rehabilitation (inclusive of assessment and purchase of spare parts); 60 water quality testing (old Sources); construction of two 5-stance lined latrines in Lugala RGC in Buswale S/C and Matiko RGC in Buhemba S/C. • Third Quarter progress report for the DWSCG for FY 2016/17 submitted by CAO on 15/04/2017 to the Permanent Secretary MoWE and received on 10/05/2017. • Second Quarter progress report for the DWSCG for FY 2016/17 submitted by CAO on 12/01/2017 to the Permanent Secretary MoWE and received on 24/01/2017. • First Quarter progress report for the DWSCG for FY 2016/17 submitted by CAO on 15/10/2016 to the Permanent Secretary MoWE and received by DWD on 25/10/2016.
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Assessment area: Monitoring and Supervision

<p>3</p>	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	<p>10</p>	<p>Yes, there is evidence of monitoring each WSS facilities annually as evidenced from the following documents with the DWO:</p> <ul style="list-style-type: none"> • Siting and drilling supervision report to CAO by the DWO, dated 20/02/2017. • Supervision report by the DWO to the CAO, dated 16/10/2017 on Borehole siting and installation for 05No. Boreholes under LOT 1 by KLR Uganda Ltd and 05No. Boreholes under LOT 2 by Reddy's Boreholes & Technical Services Ltd. • Report of inspection by the DWO on 11/12/2017 to CAO regarding 10No. Boreholes after construction by KLR Uganda Ltd for LOT 1 and Reddy's Boreholes & Technical Services Ltd for LOT 2. • Report of inspection by the DWO on 16/11/2017 to CAO regarding 10No. Boreholes after construction by KLR Uganda Ltd for LOT 1 and Reddy's Boreholes & Technical Services Ltd for LOT 2 ; and siting and drilling supervision by LHM Groundwater Exploration and Geo-mapping services. • Inspection/Verification Report by DWO to CAO on 20/06/2017 regarding 4No. Hand pump boreholes by KLR-Uganda Ltd; 2No. Production boreholes by East Africa Boreholes Ltd; 5No Hand pump boreholes by Reddy's Boreholes & Technical Services Ltd; and siting and drilling supervision for 10No. Boreholes and 2No. Production wells by LHM Groundwater Exploration & Geomapping Services. • Inspection/Verification Report by DWO to CAO on 20/06/2017 regarding 04No. Hand pump boreholes by KLR-Uganda Ltd; 02No. Production boreholes by East Africa Boreholes Ltd; 05No Hand pump boreholes by Reddy's Boreholes & Technical Services Ltd; and siting and drilling supervision for 10No. Boreholes and 2No. Production wells by LHM Groundwater Exploration & Geomapping Services. • Report of inspection by the DWO on 11/12/2017 to the CAO regarding boreholes after construction by KLR Uganda Ltd and Reddy's Boreholes & Technical Services Ltd.
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				<ul style="list-style-type: none"> • Siting and drilling supervision report dated 16/11/2017 by LHM Groundwater Exploration and Geo-mapping Services. • Siting and drilling supervision report for FY 2016/17 made by the DWO on 20/02/2017 to CAO on LOT 1 (05No. Boreholes) by Reddy's boreholes & Technical Services Ltd; LOT 2 (05No. Boreholes) by KLR Uganda Ltd and 02No. Production wells by East Africa Boreholes Ltd; the siting and drilling supervision works done by LHM Groundwater Exploration and Geo-mapping services. <p>Overall, the supervision and monitoring reports of each project matches with slightly over 85% of the monitoring plans for the facilities.</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<p>Yes, the LG has submitted accurate/consistent data for the FY 2017/18. The list of water facilities submitted for the FY 2017/18 included one Small spring protection; construction of two 5-stance lined VIP Latrine at Bumeru A and Lugala Landing Sites; 10 Deep Borehole drilling (Hand pump); 17 borehole rehabilitations and 60 Water quality testing for old sources in the sector MIS, the Performance contract reports and in the OBT are accurate and consistent. The numbers of facilities tally with those filled in the procurement requisition forms. Evidence can be traced from the:</p> <ul style="list-style-type: none"> • Approved Annual Workplan/Budget for Namayingo DWSCG for FY2017/18, submitted by CAO on 15/07/2017 to the Permanent Secretary MoWE and received on 01/08/2017 with content of 10 deep bore drilling; 17 borehole rehabilitation (inclusive of assessment, supervision allowances to district staff, facilitation to HPMS and purchase of spare parts); 60 Water quality surveillance; Construction of two 5-stance lined pit latrine at Bumeru A and Lugala Landing Sites with a Urinal. • Second Quarter Progress Report for the DWSCG for FY 2017/18 submitted by the CAO on 08/01/2018 to the Permanent Secretary MoWE and received by DWD on 12/01/2018. • The sector MIS, the Performance contract reports and in the OBT
Assessment area: Procurement and contract management				
5	The LG Water			The PDU had a file that contained the

department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget

Maximum 4 for this performance measure

Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4

4

submitted list of all investment items from the DWO in the approved sector AWP and Budget on time.

- The DWO submitted a Water Department Annual Procurement Plan for FY 2017/18 to the CAO on 05/04/2017.
- Procurement Requisition LG PP Form 1 with reference NAMA/594/SRVS/2016/17 with subject of Consultancy Services for the siting, design and drilling supervision of 02No. Production wells in Namayingo District, prepared and approved by DWO on 04/08/2016 and required by 30/09/2016.
- Procurement Requisition LG PP Form 1 with reference NAMA/594/SRVS/2016/17 with subject of Consultancy Services for the siting, design and drilling supervision of 10No. Hand pump wells in Namayingo District, prepared and approved by DWO on 04/08/2016 and required by 30/09/2016.
- Procurement Requisition LG PP Form 1 with reference NAMA/594/WRKS/2016/17 with subject of drilling, installation and platform casting of 05No. Hand pump wells in Namayingo District under LOT 1 with the DWO as the procurement Originator and Authorizer.
- Procurement Requisition LG PP Form 1 for Project reference NAMA/594/WRKS/2017-18/ with subject of Borehole drilling, installation and platform casting of 05No. Deep boreholes in Namayingo District, duly signed by the DWO and CAO on 13/07/2017 and required DWO 30/12/2017.
- Procurement Requisition LG PP Form 1 for Project reference NAMA/594/WRKS/2017-18/ with subject of Borehole drilling, installation and platform casting of 10No. Deep boreholes and in particular 05No Hand pump wells in Namayingo District under LOT 2, duly signed by the DWO and CAO on 13/07/2017 and required DWO 30/12/2017.
- Procurement Requisition LG PP Form 1 for Project reference NAMA/594/WRKS/2017-18/ with subject of construction of 5-stance lined pit Latrine with a Urinal and hand washing facility at Sigulu RGC in Namayingo District, originating from AEO on 22/01/2018 and Authorized by the DWO on 01/02/2018 and required DWO 30/12/2017.

The DWO has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

- The CAO appointed the DWO (Head of Water and Sanitation Department) as the Project Manager for Water department for FY 2016/17 in an Appointment letter dated 09/08/2016. The Project Manager prepared the contract management plans for implementation of the WSS infrastructure projects.

- The CAO appointed the DWO as the Vote Controller for Water Sector for FY 2017/18 in an Appointment letter dated 20/06/2017.

- Borehole Maintenance Supervisor was appointed by the DWO in a letter issued on 16/08/2016 to be the Clerk of Works/Supervisor for the water projects for FY 2016/17 that included (a) Borehole rehabilitation; and (b) Drilling, installation and casting of production wells and deep boreholes.

- Borehole Maintenance Supervisor was appointed by the DWO in a letter issued on 30/08/2017 to be the Clerk of Works/Supervisor for the water projects for FY 2017/18 that included (a) Borehole rehabilitation; and (b) Drilling, installation and casting of deep boreholes.

- AEO-Works was appointed by the DWO in a letter dated 30/08/2017 as the Clerk Works/Supervisor for projects in FY 2017/18 that included (a) Construction of 5-stance lined VIP Latrine in Mutumba and Lolwe Sub-counties; and (b) Construction of a spring in Buswale S/C.

- Contract management plan Part III – Consultancy Services on Form 49 with Project Reference NAMA/594/SVCS/2016-17/00038 for subject of siting and drilling supervision of 10No. Hand pumps and 02No. Production wells by LHM Groundwater Exploration and Geo-mapping Services Ltd for contract period 24/11/2016 to 10/01/2017, prepared and signed by DWO on 01/03/2017.

- Contract management plan Part III – Consultancy Services on Form 49 with Project Reference NAMA/594/SVCS/2017-18/00001 for subject of siting and drilling supervision of 10No. Deep boreholes by LHM Groundwater Exploration and Geo-mapping Services Ltd for contract period 01/10/2017 to 30/01/2018, prepared and signed by DWO on 01/10/2017.

- Contract management plan Part II – Works on Form 49 with Project Reference

• If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2

2

NAMA/594/WRKS/2017-18/00001(a) for subject of drilling, installation and platform casting of 05No. Deep boreholes by KLR Uganda Ltd for contract period 01/10/2017 to 30/12/2017, prepared and signed by DWO on 10/10/2017.

• Contract management plan Part II – Works on Form 49 with Project Reference NAMA/594/WRKS/2017-18/00001(b) for subject of drilling, installation and platform casting of 05No. Deep boreholes by Reddy's Boreholes & Technical Services Ltd for contract period 03/10/2017 to 03/01/2018, prepared and signed by DWO on 10/10/2017.

• Contract management plan Part II – Works on Form 49 with Project Reference NAMA/594/WRKS/2016-17/00040 for subject of drilling, and installation of 02No. Production wells by East Africa Boreholes Ltd for contract period 05/12/2016 to 05/03/2017, prepared and signed by DWO.

There is evidence that monthly site visits were conducted for all the WSS infrastructure projects the developed contract management plans.

• Report on the construction of a 5-stance lined pit latrine with a hand washing facility at Matiko in Buhemba S/C by the Assistant Engineering Officer (AEO) to DWO on 12/06/2017.

• Inspection/Verification Report by DWO to CAO on 20/06/2017 regarding 4No. Hand pump boreholes by KLR-Uganda Ltd; 2No. Production boreholes by East Africa Boreholes Ltd; 5No Hand pump boreholes by Reddy's Boreholes & Technical Services Ltd; and siting and drilling supervision for 10No. Boreholes and 2No. Production wells by LHM Groundwater Exploration & Geomapping Services.

• Inspection/Verification Report by DWO to CAO on 20/06/2017 regarding 04No. Hand pump boreholes by KLR-Uganda Ltd; 02No. Production boreholes by East Africa Boreholes Ltd; 05No Hand pump boreholes by Reddy's Boreholes & Technical Services Ltd; and siting and drilling supervision for 10No. Boreholes and 2No. Production wells by LHM Groundwater Exploration & Geomapping Services.

• Report of inspection by the DWO on 11/12/2017 to the CAO regarding boreholes

		<p>after construction by KLR Uganda Ltd and Reddy's Boreholes & Technical Services Ltd.</p> <ul style="list-style-type: none"> • Siting and drilling supervision report dated 16/11/2017 by LHM Groundwater Exploration and Geo-mapping Services. • Siting and drilling supervision report for FY 2016/17 made by the DWO on 20/02/2017 to CAO on LOT 1 (05No. Boreholes) by Reddy's boreholes & Technical Services Ltd; LOT 2 (05No. Boreholes) by KLR Uganda Ltd and 02No. Production wells by East Africa Boreholes Ltd; the siting and drilling supervision works done by LHM Groundwater Exploration and Geo-mapping services.
<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>Yes, Water and Sanitation facilities were constructed as per the designs.</p> <ul style="list-style-type: none"> • Five Hand pump Deep Boreholes (Bumoli-B DWD66953; Bugali-B DWD60604; Nahayiga DWD60606; Budangi DWD66954; and Nalubabwe DWD66952) were sampled and visited. The facilities were found to have been constructed as per designs and were all functioning well. The committee members of each facility were asked the numbers of pipes installed and households served, and these numbers were tallying with the depth of installations as indicated in the Borehole drilling, pump testing and log sheet and information in the contract management files/records with the DWO. • Even the Borehole Installation/record cards provided were filled in and stamped by the LC 1 Chairperson of the beneficiary community have specifications tallying with the Borehole test pumping log sheets. • The sanitation facility visited was a 5-stance Lined latrine constructed with a urinal at Matiko RGC in Buhemba Sub-county was completed, having one separate stance with access ramp for PWDs; two stances for Females and two stances and Urinal for Males. This facility too was constructed according to the design.

<p>• If contractor handed over all completed WSS facilities: score 2</p>	<p>2</p>	<p>Yes, contractors handed over all completed WSS facilities as seen in the written evidences of facility completion and payment in the Contract management file/records:</p> <ul style="list-style-type: none"> • Completion and Handover report by KLR-Uganda Ltd for drilling, test pumping, casting and installation of 05No. Boreholes in Namayingo district under LOT 1 for FY 2017/18. • Borehole Completion and Handover report for drilling, installation and platform casting of 05No. Deep Boreholes (Hand Pump) under LOT 1 by Reddy's Borehole & Technical Services Ltd, dated January 2018. • Final Payment Certificate No. 2 for Project ID NAMA/594/WRKS/2016-17/00035 for drilling 02No. Production wells for the contract period 01/12/2016 to 30/12/2016, issued and signed by DWO and Chief Internal Auditor (CIA) on 22/06/2017. • Final Payment Certificate No. 2 issued on 11/12/2017 for Project ID NAMA/594/WRKS/17-18/00001(a) with subject on Drilling, Installation and Platform casting of 05No. boreholes of LOT 1 by KLR Uganda Ltd for contract period 01/10/2017 to 31/10/2017; duly stamped and signed by DWO on 11/12/2017 and CIA on 19/12/2017. • Final Payment Certificate No. 2 issued on 11/12/2017 for Project ID NAMA/594/WRKS/17-18/00001(b) with subject on Drilling, Installation and Platform casting of 05No. boreholes of LOT 2 by Reddy's Boreholes & Technical Services Ltd for contract period 01/10/2017 to 31/10/2017; duly stamped and signed by DWO on 11/12/2017 and CIA on 19/12/2017. • Final Payment Certificate No. 1 issued on 09/11/2017 for Project ID NAMA/594/WRKS/17-18/00001(b) with subject on Drilling, Installation and Platform casting of 05No. boreholes of LOT 2 by Reddy's Boreholes & Technical Services Ltd for contract period 03/10/2017 to 20/11/2017; duly stamped and signed by DWO and CIA on 16/11/2017.
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• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

2

Yes, contractors handed over all completed WSS facilities as seen in the written evidences of facility completion and payment in the Contract management file/records:

- Completion and Handover report by KLR-Uganda Ltd for drilling, test pumping, casting and installation of 05No. Boreholes in Namayingo district under LOT 1 for FY 2017/18.
- Borehole Completion and Handover report for drilling, installation and platform casting of 05No. Deep Boreholes (Hand Pump) under LOT 1 by Reddy's Borehole & Technical Services Ltd, dated January 2018.
- Final Payment Certificate No. 2 for Project ID NAMA/594/WRKS/2016-17/00035 for drilling 02No. Production wells for the contract period 01/12/2016 to 30/12/2016, issued and signed by DWO and Chief Internal Auditor (CIA) on 22/06/2017.
- Final Payment Certificate No. 2 issued on 11/12/2017 for Project ID NAMA/594/WRKS/17-18/00001(a) with subject on Drilling, Installation and Platform casting of 05No. boreholes of LOT 1 by KLR Uganda Ltd for contract period 01/10/2017 to 31/10/2017; duly stamped and signed by DWO on 11/12/2017 and CIA on 19/12/2017.
- Final Payment Certificate No. 2 issued on 11/12/2017 for Project ID NAMA/594/WRKS/17-18/00001(b) with subject on Drilling, Installation and Platform casting of 05No. boreholes of LOT 2 by Reddy's Boreholes & Technical Services Ltd for contract period 01/10/2017 to 31/10/2017; duly stamped and signed by DWO on 11/12/2017 and CIA on 19/12/2017.
- Final Payment Certificate No. 1 issued on 09/11/2017 for Project ID NAMA/594/WRKS/17-18/00001(b) with subject on Drilling, Installation and Platform casting of 05No. boreholes of LOT 2 by Reddy's Boreholes & Technical Services Ltd for contract period 03/10/2017 to 20/11/2017; duly stamped and signed by DWO and CIA on 16/11/2017.

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>Reviewed contract files of six projects and found out that the HoD approved payments for suppliers on time for example:</p> <ul style="list-style-type: none"> o Contract to Air Options (U) Ltd for supply of water quality testing equipment an invoice was raised on 12th/11/2016 and the HoD approved on 16th/11/2016 o Contract to Relief line (U) ltd for supply of borehole spare parts an invoice was raised on 29th/12/2016 and the HoD approved on 29th/12/2016 o Contract to Jopal Investment for construction of 5 stance pit latrine at Matiko RGC an invoice was raised on 09th/06/2017 and the HoD approved on 20th/06/2017 o Contract to LHM Ground water for consultancy services an invoice was raised on 13th/02/2017 and the HoD approved on 1st/3/2017 o Contract to Multiple Industries Ltd for supply of pipes and fittings an invoice was raised on 23rd/06/2017 and the HoD approved on 26th/06/2017
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>No, there is no evidence that the Department of Water submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</p>
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9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	5	<p>From the review of the audit reports, it was found out that the Water department had not been audited in 2016/17 FY and thus did not have audit queries raised against it.</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>Yes, there is evidence that the Standing Committee on Works and Water met and discussed Water service delivery issues like sector performance. For example refer to committee minutes for the meeting held 4th May 2017.</p> <p>Refer to MIN 04/NAM-WWTC/05/2017 where the quarter three departmental performance for the FY 2016/2017 was discussed for example hard ware activities like drilling and rehabilitation of boreholes. These were presented by the DWO to the council.</p>
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Yes. The sector committee presented issues that require approval from council.</p> <p>Refer to District Council meeting held 7th March 2017 Minute MIN 07/3/NDC/2017 where the Chairperson of the Standing Committee for Works and Water presented a report to the fuller council on the Work Department performance. This Standing Committee report was derived out of the meeting held 9th Feb 2017</p>

The LG Water department has shared information widely to the public to enhance transparency

Maximum 6 points for this performance measure

• The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2

2

There were displays of information on the district notice boards (at the District Central Notice Board and the DWO Notice Board) regarding the AWP, budget and the Water Development grant releases and expenditures as evidenced from:

- Notice Board with release of Non-wage funds for the First Quarter FY 2017/18 included funds released for Water and Environment sector, displayed by CAO for a period of 14/09/2017 to 22/09/2017;
- Notice Board display of best evaluated Bidder Notice as of 14/09/2017 for FY 2017/18;
- Display on Notice Board of releases of Non-wages for Second Quarter of FY 2017/18 by CAO as of 02/11/2017, indicated releases for the Water and Environment Sector;
- There were also advocacy meetings held at Sub-counties regarding the AWP, budget and Water Development releases and expenditures. The AWP, budget and Water Development releases and expenditures are also available in files and records with the DWO and the PDU.

• All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2

2

Yes, all WSS projects are clearly labelled. From a sample of WSS projects checked (Bumoli-B DWD66953; Bugali-B DWD60604; Nahayiga DWD60606; Budangi DWD66954; and Nalubabwe DWD66952), it was found that all WSS projects were clearly labelled on the platform concrete casting and on a site-standing metallic framed Post indicating the name of the source (Village, Parish, Sub-county, District) the DWD Number, the Financial Year, and the date of construction, and the source of funding (DWSCG), Source Ownership, and the Contractor.

		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	2	<p>Yes, information was displayed on the District Notice boards, evidenced by:</p> <ul style="list-style-type: none"> Display of approved Annual Work Plan for FY 2017/18 by the DWO on 24/05/2017 and signed/stamped by CAO on 15/04/2017. Display of contracts entered into with the best evaluated bidder with funding by DWSCG for FY 2016/17; displayed on the Water Department Office Notice Board.
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	<p>Yes, the communities make applications for water sources and each application found in a file with the DWO, clearly spell out that in case of the offer, community contributions (of UGX 200,000 in case of Deep borehole or UGX 45,000 in case of protecting a spring well or a GFS tap stand or UGX 100,000 in cases of Shallow well or rehabilitation of a borehole or shallow well or UGX 50,000 to 100,000 in case of rehabilitating a spring) were made. During the visits to the five sampled facilities (Bumoli-B DWD66953; Bugali-B DWD60604; Nahayiga DWD60606; Budangi DWD66954; and Nalubabwe DWD66952) it was confirmed that for every community that received a facility, they actually made community contribution, set up WSC after the village feedback meeting and fulfilled all other requirements.</p>
		<ul style="list-style-type: none"> Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	<p>For each of the five water supply facilities visited (Bumoli-B DWD66953; Bugali-B DWD60604; Nahayiga DWD60606; Budangi DWD66954; and Nalubabwe DWD66952) the WSCs were found to be well constituted of 6 to 7 members and were active (conduct regular meetings, collecting UGX500 to UGX2000 per household per month for carrying out O&M, preventive maintenance and minor repairs).</p>

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	Yes, there is evidence that Environmental screening (as per templates) were followed for the new and old boreholes in selected Sub-counties in Namayingo District for the FY 2017/18 evidenced by an Environment Screening Report dated 16/10/2017 by the District Environment Officer (DEO).
	Maximum 4 points for this performance measure	<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	1	No evidence was adduced or seen to this effect since no serious environmental incidences were ever encountered or noticed.
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<p>Yes. there was an Environmental clause in the Technical Specifications:</p> <ul style="list-style-type: none"> • The Bills of Quantities (BOQs) for drilling, installation and platform casting of. Boreholes had inclusions of: (i) Planting of grafted fruit seedlings of 0.5m high around a water source and communities at a rate of 100 seedlings per water source; and (ii) Planting of pasperlum around water source apron and drainage and carrying out landscaping requirements as directed by client in an area of 10m by 6m. • Environment Screening Report dated 16/10/2017 by the District Environment Officer (DEO).
14	The LG Water department has promoted gender equity in WSC composition. Maximum 3 points for this performance measure	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	The facilities sampled and visited did meet the sector critical requirements of women on the WSCs to be at least 50%. For the facilities visited, the composition of women on the WSCs of Bumoli-B DWD66953 was 3/6; Bugali-B DWD60604 was 3/6; Nahayiga DWD60606 was 4/7; Budangi DWD66954 was 3/6; and Nalubabwe DWD66952 was 4/7.

15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<p>The sanitation facility visited in Namayingo District was at Matiko landing site which is a 5- stances VIP lined Latrine with 2 stances for men, 2 stances for women and 1 stance for PWDs. The PWD stance has a ramp for their access.</p>
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